Visit the Gateway at https://gateway.ifionline.org/login.aspx

Gateway
User Guide

TIF Management

For cities, towns, and counties with TIF districts

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Getting Started

Local officials can login to Gateway by visiting the Gateway public site at http://gateway.ifionline.org. Once there, navigate to the upper-right corner of the screen and click "Local Officials: Login Here."

Clicking this link takes you to the login prompt. Enter your username (typically, your email address) and password, then click "Log In." If you can't login to Gateway, try the "Forgot your password?" tool first. If that doesn't work, contact the Department at gateway@dlgf.in.gov.

Step 1: Customize Redevelopment Commission

All cities, towns, and counties must complete this section of TIF Management. Answering these questions determines what data your unit of government needs to submit in TIF Management.

The first page you should see after successfully logging into Gateway is the "Select Application" page. From here, you will click the "TIF Management" application icon located in the center of the page.

Clicking this icon will take you to the "Select Unit" page. Click on your unit of government to proceed. If your unit doesn't appear on this page, please contact the Department at gateway@dlgf.in.gov.
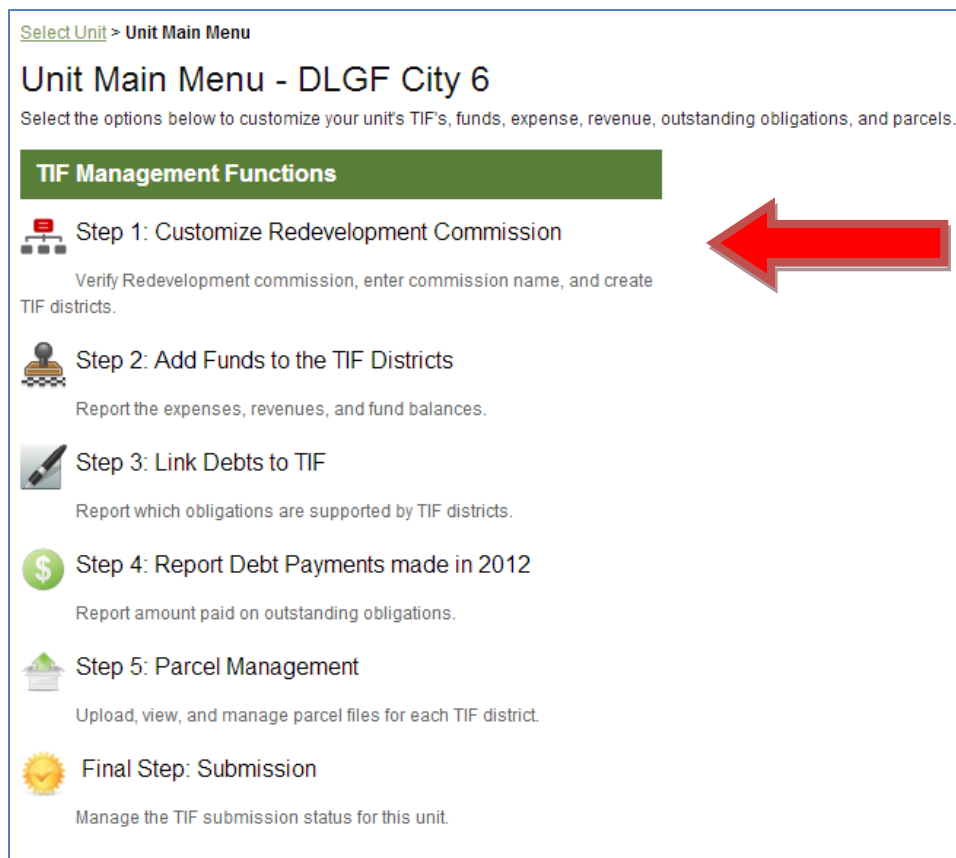
You should now be on the "Unit Main Menu." From here, you can access all the steps in TIF Management. This user guide will teach you how to complete this TIF reporting requirement in sequential order, but the "Unit Main Menu" is useful for navigating to a particular section quickly.

To begin, click "Step 1: Customize Redevelopment Commission."

Answer "Yes" to the first question, enter the name of your redevelopment commission, and then answer "Yes" to the second question.
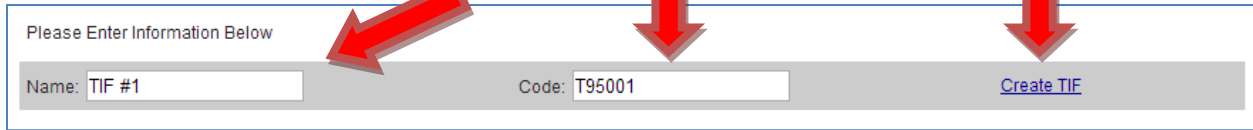
Gateway TIF Management will then ask you to enter the name and code of each TIF district established by your redevelopment commission. Note: The TIF district code is a six-character code assigned by the *county auditor*. The format of the TIF district code is the letter "T" + the two-digit county code + a three-digit unique number. If you are a city or town redevelopment commission but do not have this code, please contact the county auditor's office to receive this information.

To complete this section, type the name and TIF district code for a TIF district into the text boxes and click the "Create TIF" link on the right side of the row.
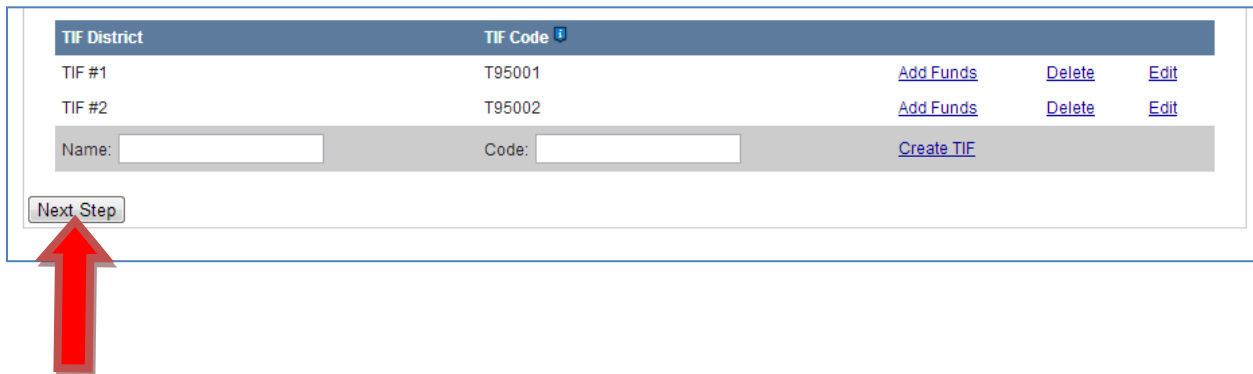
Clicking this button posts the TIF district to Gateway TIF Management. Once posted, a TIF district can be edited or deleted by clicking the "Delete" or "Edit" links on the right-side of the row. The TIF district will not post if the TIF district code isn't unique within the county.

Repeat this process of posting TIF districts until all districts are posted to Gateway TIF Management. When finished, click the "Next Step" button in the lower-left corner of the screen.

Step 2: Add Funds to TIF Districts

This section of Gateway TIF Management requires you to provide the Department with the total revenues received and the total expenses paid for each TIF district in the previous year. In addition, each fund of the TIF district needs to be added in Gateway TIF Management along with the fund balances as of December 31 of the previous year.

To begin, enter the total revenues received and the total expenses paid in the text boxes, and then click the "Add" button to post this information to Gateway TIF Management.

Once posted, the total revenues received and total expenses paid can be edited by clicking the "Edit" link on the left side of the screen.
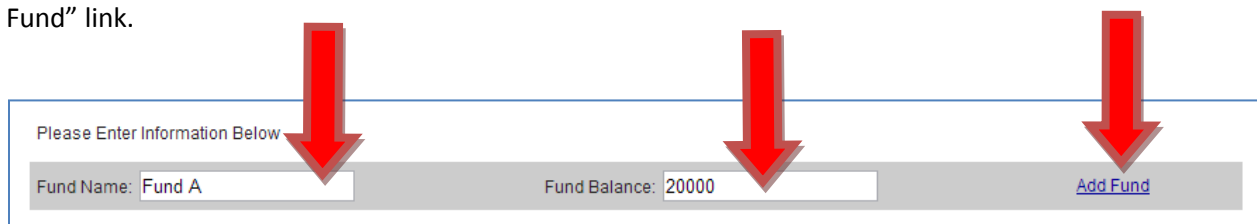
Next, enter a fund name and the December 31st fund balance in the text boxes, and then click the "Add Fund" link.
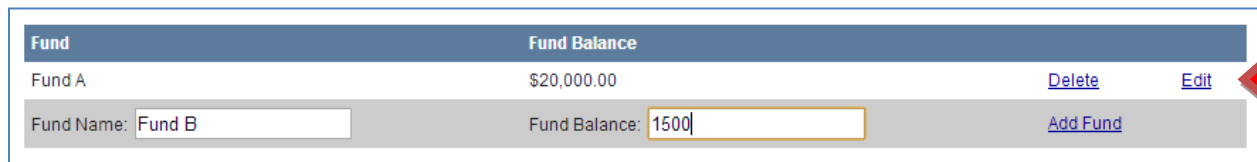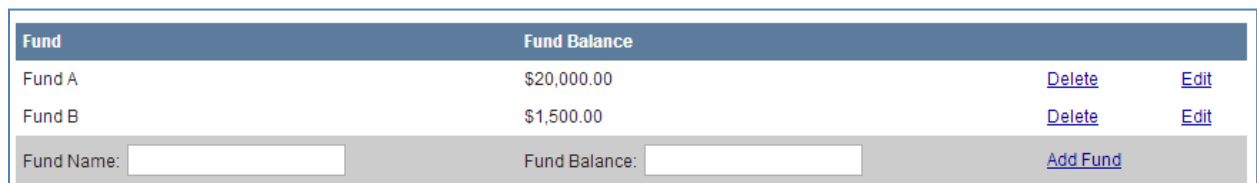

Clicking this link posts the fund and fund balance to Gateway TIF Management. Once posted, the fund can be edited or deleted by clicking the "Delete" or Edit" links on the right side of the row.

Repeat this process until all funds and December 31st fund balances have been posted to Gateway TIF Management for the selected TIF district.

Remember to complete this section for all TIF districts by changing the selected TIF district in the drop-down menu at the top of the screen.

When all funds and fund balances for all TIF districts have been posted to Gateway TIF Management, click the "Next Step" button in the lower-left corner of the screen.

Step 3: Link Debts to TIF Districts

In this section of Gateway TIF Management, debts reported in Gateway Debt Management under the city, town, or county must be linked to the TIF district repaying the debt. All debt backed by tax increment revenue (TIF) must be reported and submitted in Gateway Debt Management under the establishing unit before this step can be completed.

If your TIF districts are not repaying any debts, you can skip this section by clicking the "Next Step" button in the lower-left corner of the screen.

To begin, click the pencil-and-paper "Edit" icon for the first TIF district.

By clicking this icon, a pop-up appears. Here you will see a list of all submitted debt reports in Gateway Debt Management under the city, town, or county. If your debt does not appear in the pop-up, this usually means the debt isn't reported correctly in Gateway Debt Management.

Check the box next to each debt that is being repaid from this TIF district. Click the "Update Record" button to save your selections.

Clicking this button closes the pop-up window and returns you to Step 3. The linked debts will now appear in the "Debts" column of this page.

If a single debt is being repaid from multiple TIF districts, simply connect the debt to each of the TIF districts.

Once debts have been correctly linked to all TIF districts, click the "Next Step" button in the lower-left corner of the screen.
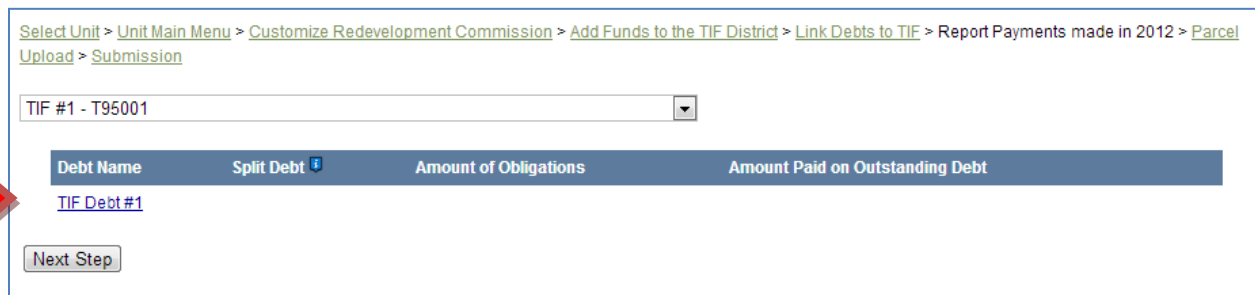
Step 4: Report Debt Payments Made in 2012

In this section of Gateway TIF Management, you will report the amount paid on outstanding debt in the previous year.

If your TIF districts are not repaying any debts, you can skip this section by clicking the "Next Step" button in the lower-left corner of the screen.

For debts being repaid from a single TIF district:

To begin, click on the name of one of the debts linked to your TIF district.
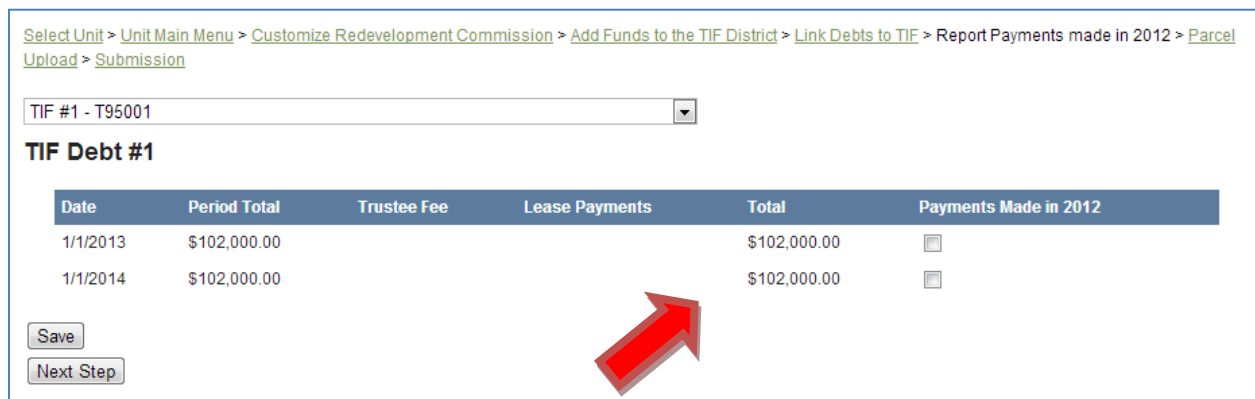

Clicking on the name of the debt pulls the full amortization schedule from Gateway Debt Management.

Check the boxes on the far-right column to indicate that a payment was made in the previous year. Once the boxes are checked, click the "Save" button on the lower-left corner of the screen.

Clicking the "Save" button returns you to Step 4. Repeat this step for all debts linked to the selected TIF district.

For debts being repaid from multiple TIF districts:

To begin, click on the name of one of the debts linked to your TIF district.

Clicking on the name of the debt pulls the full amortization schedule from Gateway Debt Management.

Check the boxes on the far-right column to indicate that a payment was made in the previous year. Once the boxes are checked, click the "Save" button on the lower-left corner of the screen.

Clicking the "Save" button returns you to Step 4. Repeat this step for all debts linked to the selected TIF district.

If a debt is being repaid from more than one TIF district, check the "Split Debt" box. An "Edit" link now appears on the right-side of the row.

Clicking the "Edit" link makes the "Amount Paid on Outstanding Debt" an editable field. Enter the portion of the debt obligations paid by the selected TIF district. Click the "Save" button to save the amount.

Clicking this button returns you to Step 4.

Now, navigate to the other TIF district that is repaying this debt.

TIF #2 - T95002

TIF #1 - T95001			
TIF #2 - T95002			

Debt Name	Split Debt	Amount of Obligations	Amount Paid on Outstanding Debt	
TIF Debt #1	✓	$204,000.00	$70,000.00	Edit

Next Step

Click on the name of the debt to pull the amortization from Gateway Debt Management.

TIF #2 - T95002

Debt Name	Split Debt ℹ	Amount of Obligations	Amount Paid on Outstanding Debt
TIF Debt #1			

Next Step

Check the boxes indicating the payments made in the previous year, and then click the "Save" button.

TIF #2 - T95002

TIF Debt #1

Date	Period Total	Trustee Fee	Lease Payments	Total	Payments Made in 2012
1/1/2013	$102,000.00			$102,000.00	✓
1/1/2014	$102,000.00			$102,000.00	☐

Save

Next Step

Check the "Split Debt" box, and then click the "Edit" link.

TIF #2 - T95002

Debt Name	Split Debt ℹ	Amount of Obligations	Amount Paid on Outstanding Debt	
TIF Debt #1	✓	$204,000.00	$102,000.00	Edit

Next Step

Edit the "Amount Paid on Outstanding Debt" to reflect the amount paid by the selected TIF district, and then click the "Save" link.

When finished with this section, click the "Next Step" button in the lower-left corner.

Step 5: Parcel Management

This section of Gateway TIF Management requires you to provide certain information on each parcel located within your TIF districts. This data is entered in Gateway through an upload process. An Excel file template is available at http://www.in.gov/dlgf/files/TIF_File_-_Template_(2).xlsx. Full upload specifications are available at http://www.in.gov/dlgf/files/TIF_file_specs.pdf.

When producing the upload file, do not change the name of the worksheet or column headers. Gateway looks for specific names in order to properly handle the upload. Likewise, do not change the file format of the Excel template. Changing these fields will result in the upload file not loading correctly.

Each TIF district requires a separate upload file. The first step is locating the upload file on your computer. Click the "Choose File" button.

Once this button is clicked, an "Open" window will appear on your screen. Use the navigation bar to move to the location of your upload file on your computer. Once you locate the TIF upload file, select the file and then click the "Open" button.
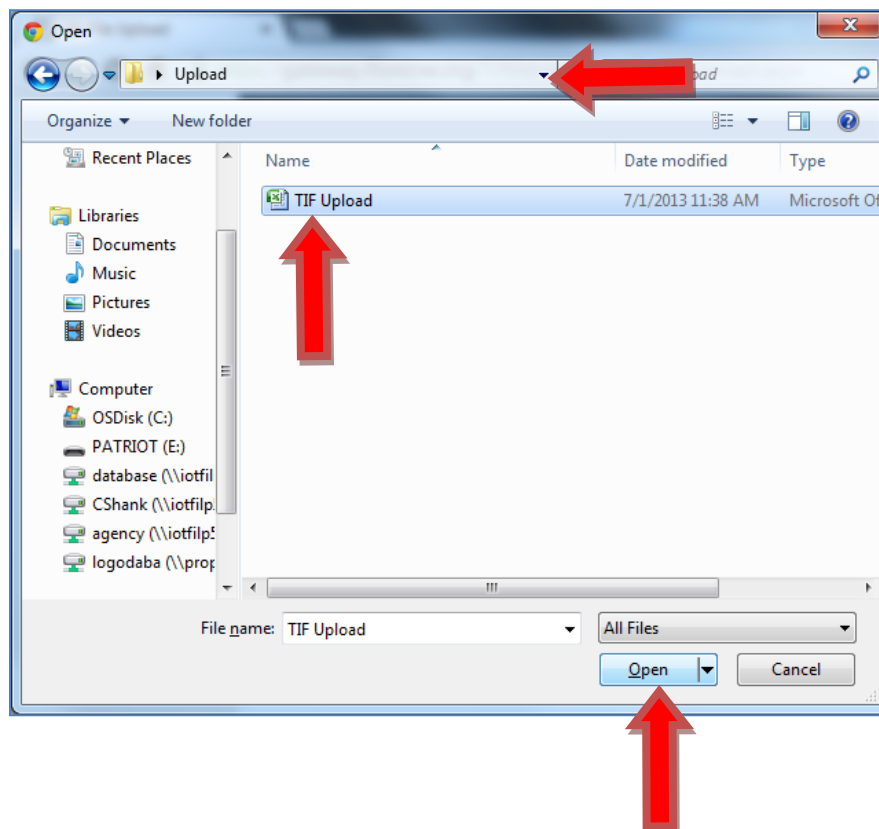
Clicking this button will close the "Open" window and return you to Step 5. You should now see the name of your upload file display on your screen just to the left of the "Choose File" button.

The next step consists of validating the file to ensure that the data is entered in the correct format. Gateway TIF Management will let you know if the data in the upload file cannot be processed. Click "Validate File" to perform the validation.

If issues are discovered during validation, Gateway TIF Management will provide feedback on the problems under the "Data" subsection on the page. Click the "Start Over" button, make the requested changes to the upload file, and then repeat the upload process described above.

If Gateway TIF Management discovers no issues, you can proceed to the final step in the upload process by clicking the "Insert Processed Records" button.

If you realize you made a mistake after posting the uploaded data to Gateway TIF Management, you can delete the records by clicking the red "Delete Existing" button.

Once the records are deleted, click the blue "Start Over" button. Make corrections to the upload file and follow the above steps to validate and load your upload file again.

To examine the records uploaded to Gateway TIF Management, click the "View Parcels" link.

To see a historical record of the files uploaded to TIF Management, click the "View Parcel Files" link.

Parcel Files

USE OF THE BROWSER'S 'BACK' BUTTON MAY CAUSE ERRATIC BEHAVIOR IN THE APPLICATION

Click to download the Excel template and other resources regarding TIF Management

View Parcels | File Upload | **View Parcel Files**

Selected TIF District: TIF #1

File	Upload Date
TIF Upload	7/12/2013 2:16:20 PM
TIF Upload	7/12/2013 2:18:45 PM
TIF Upload	7/12/2013 2:20:05 PM
TIF Upload	7/12/2013 2:21:12 PM
TIF Upload	7/12/2013 2:28:17 PM

Remember to upload a file for each TIF district. Make certain to select the correct TIF district from the drop-down menu. Once this upload process is completed for each TIF district, you can click the "Unit Main Menu" link at the top of the page to prepare for submission of the report.

Final Step: Submission

From the "Unit Main Menu," you have an opportunity to review the previously completed steps. It is recommended that you do this review before submitting your report in Gateway TIF Management.

When you are ready to submit your report in Gateway TIF Management, click the "Final Step: Submission" task on the "Unit Main Menu."

In this final section, you will sign the report by entering your name, title, and four-digit personal identification number (PIN). If you cannot remember your PIN, please contact the Department at gateway@dlgf.in.gov.

Once this information is entered, click the green "Sign and Submit Form" button.

TIF Submission - DLGF City 6

Form Signature

NAME

Colby Shank

TITLE

Program Coordinator

SIGNATURE/PIN

••••

DATE

SIGN AND SUBMIT FORM

I hereby acknowledge that the submission of this document through the Gateway password and PIN system constitutes an "electronic signature" as defined in IC 5-24-2-2. This submission is intended to, and hereby does, constitute authentication and approval of the submitted document as required by the Indiana Code. I understand that this electronic signature takes the place of my handwritten signature and accomplishes the same purposes as would my handwritten signature in the same circumstance. I further acknowledge that this electronic signature has the same force and effect as my handwritten signature and can and will be used for all lawful purposes. I affirm that I have the real and apparent authority to electronically sign and submit this document on behalf of the unit.

In order to prevent accidental submissions, a pop-up box will appear. Click "OK" to submit the form, or "Cancel" to return to the "Submission" page.
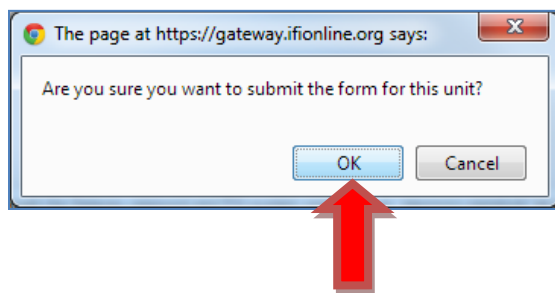
Gateway TIF Management has been designed to allow users to unlock their TIF report submissions without Department assistance. If you discover that you made a mistake or omitted data in TIF Management after submitting, click the red "Click here to unlock the form" button.

Another pop-up box will appear. Click "OK" to unlock your TIF report. Click "Cancel" to leave the report submitted.